

## **MANAGER, FISCAL AND MANAGEMENT ANALYSIS**

### **DUTIES**

1. To defined direct, research, recommend, implement and evaluate existing and proposed policies and procedures.
2. To provide assistance to other City Departments in making management improvements and in evaluating program effectiveness.
3. To analyze City financial and budgetary systems.
4. To supervise and manage division staff.

### **ACCOUNTABILITIES**

1. Defining, directing, researching, recommending, implementing as evaluating existing and proposed policies and procedures.
  - A. Identifying and analyzing current operations, procedures, problems or needs.
  - B. Defining project or management improvement areas and designing valid research methodologies for collecting performance, efficiency, effectiveness and cost data.
  - C. Coordinating and conducting in-depth research to gather and analyze pertinent data developed internally or submitted from external sources.
  - D. Formulating and recommending new or revised methods, policies, and implementation plans that will increase productivity, improve performance, lower costs or increase revenues.
  - E. Evaluating the effectiveness of net or revised methods that are instituted.
2. Providing assistance to other City departments in making management improvements and in evaluating program effectiveness.
  - A. Assisting department personnel in determining the scope of a particular project as well as setting goals and timetables with or without direct administrative intervention.
  - B. Researching and analyzing pertinent data.
  - C. Providing department personnel relevant information to assist them in sound decision making.
  - D. Assisting department personnel in presenting recommendations in a professional manner.
3. Analyzing City fiscal and budgetary systems.
  - A. Assisting in the development of new financial system applications on the mainframe computer.
  - B. Assisting in the formulation and promotion of the financial trend monitoring system and the financial forecasting system.
  - C. Assisting in the annual budgetary process by providing data and expertise to the Administration and to departments for use in decision making and budget formulation.

4. Supervising and managing division staff.
  - A. Effectively recommending, the. hiring, transfers suspension or discharge of subordinate personnel
  - B. Training supervising, evaluating, rewarding and disciplining Division personnel
  - C. Defining needs, requirements, timetables, and priorities of assigned work projects.
  - D. Assigning and directing the week of subordinate employees.
  - E. Delegating authority and responsibility to appropriate staff to carry out job assignments.
  - F. Providing direction and assistance with operational problem solving.
  - G. Adjusting employee grievances on behalf of the employer.
  - H. Providing for office and reporting procedures and other administrative functions.
  - I. Assisting in the formulation of Division and Department policies and administrative procedures.
  - J. Reporting Division activities to the Director of Finance & Records and other City officials as necessary.
  - K. Representing the Division at City Council and other meetings, and to other public officials.
  - L. Keeping abreast of federal, state, and local legislation and regulations affecting Division operations.

## **MINIMUM QUALIFICATIONS**

1. Education and Experience
  - A. An acceptable combination of verifiable education and experience equaling six (6) years, which demonstrates possession of the knowledge and ability requirements listed below. Such education might include a degree in Accounting or Business Administration. Areas of acceptable experience might include budget or management analysis or systems development.
2. Knowledge and Skills
  - A. Extensive knowledge of budgetary and accounting principles and practices.
  - B. Knowledge of statistical principles and analytical techniques.
  - C. Knowledge of program analysis, planning, implementation, and evaluation principles and techniques.
  - D. Knowledge of local government financial systems.
  - E. Knowledge of automated accounting systems.
  - F. Knowledge of approved personnel, supervisory, and management practices.

3. Abilities

- A. Ability to evaluate and analyze operations and procedures.
- B. Ability to design valid research methodology.
- C. Ability to interpret and present large quantities of technical data in a meaningful and understandable format.
- D. Ability to communicate clearly and concisely in oral and written form.
- E. Ability to speak before audiences.
- F. Ability to organize, schedule, and supervise Division workload.
- G. Ability to establish and maintain good working relationships with City administrators and employees at all levels in all departments.
- H. Ability to pay attention to detail.
- I. Ability to work under pressure.
- J. Ability to perform SEDENTARY WORK \*

\* SEDENTARY WORK is defined as lifting 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets and ledgers.

CJ:bf  
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